

5 Administrative Requirements

5.1 Introduction

This section contains the mandatory Administrative Requirements with which the Bidder must comply. Any deviation from these requirements in the Proposal may cause it to be rejected. If the deviation is found to be material, it will result in rejection of the Proposal as non-responsive.

ALL Bidder requirements within Section 5, Administrative Requirements, are mandatory. An item indicated with “(Mandatory Scorable)” is an item that the Proposal evaluation team will score in accordance with the Proposal Evaluation Methodology identified in Section 9, Evaluation of Proposals.

It is necessary that **each paragraph be acknowledged and agreed to. Bidders must state compliance to each numbered paragraph, or numbered section by completing the legend found at the end of each section.** Bidders must remove or photocopy Section 5, Administrative Requirements from the ITP and insert it into the response to Volume I, Part 2 with appropriate responses. See Section 8, Proposal Format.

Bidders must submit the following plans as part of their response to Section 5, Administrative Requirements:

- Project Management Plan (Section 5.6)
- Implementation Plan (Section 5.7)
- Capacity Plan (Section 5.8)
- Settlement and Reconciliation Plan (Section 5.9)
- Cash Access Plan(Section 5.10)

Each of these plans must be included as a separate, stand-alone Exhibit in Volume I, Part 2 following the Bidder’s written responses to the administrative requirements.

There are many Exhibits and several required written responses to the Administrative Requirements that Bidders must complete as part of their response to Section 5, Administrative Requirements. For any requirement with a legend line for Reference Document and Description, a descriptive narrative and/or reference material must be provided. Description information must be addressed separately for any requirement that suggests such, in the order in which they are presented in the ITP, Section 5. Description information must reference the exact location where the requirement is found in the ITP.

5.2 Bidder Responsibility

Prior to award of the contract, the State must be assured that the Bidder selected has all of the resources to successfully perform under the contract. This includes, but is not limited to, personnel in the number and with the skills required, equipment of appropriate type and in sufficient quantity, experience in similar endeavors, and financial resources sufficient to complete performance under the contract.

To evaluate the Bidder's responsibility, the following items shall be submitted as part of Exhibit #5-2: Statement of Experience and Financial Condition.

5.2.1 Financial Information

Bidder shall submit audited financial statements or annual reports for at least the last three (3) years. A Bidder's 10-K is acceptable. In the event of a joint bid, all parties must submit financial information. The following items shall be included:

- Statement of income and related earnings
- Statement of changes in financial position balance sheet
- Form 10-K or personal tax returns for the previous three (3) years
- Two (2) banking references, including the institutions upon which the Bidder, or